

**TOWN OF ENFIELD, CONNECTICUT  
REQUEST FOR PROPOSALS  
PUMP STATION RAIL REPLACEMENT AT  
WATER POLLUTION CONTROL SUBMERSIBLE PUMP STATIONS**

**August 18, 2015**

Sealed proposals for the service named above will be received at the office of the Director of Finance until 11:00 am, Wednesday, September 23, 2015. Thereafter, proposals will be opened in public and read aloud.

Specifications documents may be obtained from the Office of the Director of Public Works, Stanley E. Jablonski DPW Complex, 40 Moody Road, Enfield, CT 06082, telephone number (860) 763-7599 or the Town's website, [www.enfield-ct.gov](http://www.enfield-ct.gov).

A MANDATORY tour of the pump stations will be held at the Water Pollution Control Facility, 90 Parsons Road, Enfield, CT on Wednesday, September 9, 2015 at 9:30 AM.

The Town of Enfield reserves the right to accept or reject any, all, or any part of proposals, to waive formalities or informalities, and to award the proposal deemed to be in the best interests of the Town.

A. Lynn Nenni, Director of Finance  
EOE/AA

**TOWN OF ENFIELD, CONNECTICUT  
STANDARD INSTRUCTIONS TO PROPOSERS  
PUMP STATION RAIL REPLACEMENT AT  
WATER POLLUTION CONTROL SUBMERSIBLE PUMP STATIONS**

1. INTRODUCTION

The Town of Enfield is soliciting proposals for the above named service. If there are any conflicts between the instructions in these Standard Instructions to Proposers and any other proposal document(s), these Standard Instructions to Proposers shall prevail.

2. KEY EVENT DATES

Advertisement of Request for Proposals	August 18, 2015
Tour (Mandatory)	9:30 a.m., Wednesday, September 9, 2015
Public Proposal Opening	11:00 a.m., Wednesday, September 23, 2015
Proposal Awarded (Not Definite)	September 30, 2015
Commencement of Work	See Scope of Work

3. OBTAINING PROPOSAL DOCUMENTS

Specifications and proposal documents may be obtained from the Office of the Director of Public Works, 40 Moody Road, Enfield CT 06082, telephone number (860) 763-7599 or from the Town's website, [www.enfield-ct.gov](http://www.enfield-ct.gov)

4. PROPOSAL SUBMISSION INSTRUCTIONS

A. One (1) original and two (2) copies of all proposals must be submitted in a sealed envelope clearly marked "**PUMP STATION RAIL REPLACEMENT AT WATER POLLUTION CONTROL SUBMERSIBLE PUMP STATIONS**".

If forwarded by mail or courier, the sealed envelope must be addressed to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082". Proposals must be at the office of the Director of Finance by the time of the Public Proposal Opening date noticed in Section 2 titled Key Event Dates. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first proposal is publicly opened will NOT be accepted.

B. Ditto marks or words such as "SAME" on the Proposal Form are NOT considered writing and must not be used.

C. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the proposal.

D. Proposals are considered valid for ninety (90) days after proposal(s) are opened. Proposers may not withdraw, cancel or modify their proposal for a period of ninety (90) days after proposal(s) are opened.

E. Proposals must be signed by an authorized person representing the legal entity of the proposer.

F. The inability to meet any specified requirements(s) must be stated in writing and attached to the proposal form, or written on the proposal form.

5. COST OF PROPOSAL DOCUMENTS

If any part of the proposal documents, including the specifications and plans, are provided on paper 18" X 24" or larger, there is a one hundred (\$100) dollar conditional refundable deposit required for each set of documents. Each proposer may obtain no more than two (2) sets of documents. Upon returning the documents in good condition prior to ten (10) calendar days after the PROPOSAL is awarded, the deposit will be fully refunded. There will be no refund for documents returned subsequent to ten (10) calendar days after the proposal is awarded.

6. MANDATORY TOUR OF BUILDINGS

Attendance is mandatory at the tour of the Water Pollution Control's pump stations, as indicated in Section 2 titled KEY EVENT DATES. Proposals submitted by vendors who do not attend the mandatory tour will not be considered.

7. PRESUMPTION OF PROPOSER BEING FULLY INFORMED

At the time the first proposal is opened, each proposer is presumed to have read and be thoroughly familiar with all proposal and contract documents for this project. Failure or omission of the proposer to receive or examine any information shall in no way relieve any proposer from obligations with respect to their proposal.

8. INTERPRETATION OF ACCEPTABLE WORK

The specifications, proposal and contract documents are to be interpreted as meaning those acceptable to the Town of Enfield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.

9. TAX EXEMPTIONS

The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Proposers shall avail themselves of these exemptions.

10. INSURANCE

The company awarded this proposal must provide a current Certificate of Insurance to the Director of Finance PRIOR to commencement of work, with the following requirements:

- A. General liability coverage limits for bodily injury, property damage, and personal injury, \$1,000,000 per occurrence/\$2,000,000 general aggregate. General liability must also include contractual liability.

- B. Auto liability limits for property damage and bodily injury caused by the operation of motor vehicles, \$1,000,000 per occurrence.
- C. Worker's Compensation, as required by the Connecticut State statute.
- D. Umbrella liability, \$1,000,000 each occurrence/\$1,000,000 general aggregate.
- E. The "Town of Enfield" is to appear as an additional insured on all Certificates of Insurance for general liability and auto liability coverage.
- F. All insurance is to be provided by carriers authorized to issue such insurance in the State of Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of the Town of Enfield.
- G. All insurance may not be canceled or modified without thirty (30) days written notice by registered U.S. Mail to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082".

11. PROPOSAL BOND

Proposers are required to furnish a proposal surety at the time the first proposal is opened in the amount of ten (10) percent of the total amount of their proposal. The proposal surety should be in one of the following three (3) forms: (a) a bank certified check, (b) a bank check, or (c) a surety company bond. The surety company must be authorized to write such surety bonds in the State of Connecticut. Checks or bonds must be drawn to the order of "Director of Finance, Town of Enfield".

12. PERFORMANCE BOND AND PAYMENT BOND

To ensure the faithful execution of this proposal according to its provisions, the Contractor awarded this proposal must provide to the Town of Enfield, at the Contractor's expense, a performance and payment bond in the amount of one hundred (100) percent of their proposal. The bonds must be issued by a company authorized to write such surety bonds in the State of Connecticut. The bonds shall be drawn to the order of the "Director of Finance, Town of Enfield", and delivered to the Town **prior** to commencement of work. On projects less than fifty thousand (\$50,000) dollars the Contractor may substitute the performance bond (but not the payment bond), for a bank certified check or a bank cashier's check in the amount of ten (10) percent of the proposal.

13. GUARANTEE

The Contractor awarded this proposal shall guarantee all material and workmanship for a period of one (1) year from the date of completion as determined by the Town, as a condition of the performance bond. Five (5) percent of the invoiced fee for the service provided amount may be retained by the Town of Enfield for the duration of the guarantee period, or until the work is fully accepted by the Town, whichever is later.

14. PERMITS

The Proposer is solely responsible for obtaining all required permits, obtaining all necessary inspections and approvals, and satisfying any and all fees. The Town will waive all Town of Enfield fees for building permits and inspections.

15. FAIR EMPLOYMENT PRACTICES

The Proposer agrees not to discriminate against any employee or applicant for employment in the performance of this proposal's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition proscribed by State or Federal law.

16. STANDARD FORM OF CONTRACTUAL AGREEMENT

See Appendix A.

17. AWARDING THE PROPOSAL

The Town of Enfield reserves the right to accept or reject, any, all, or any part of proposals, to waive formalities or informalities, and to award the proposal deemed to be in the best interests of the Town.

It is the Town's policy to not award proposals to those who owe Town of Enfield prior year(s) property taxes.

The "Proposal Awarded" date in section 2. titled Key Event Dates is the date the proposal is anticipated to be awarded. It is not a date certain.

The lowest priced proposal is not the sole determining factor when awarding this proposal.

18. OCCUPATION SAFETY AND HEALTH ADMINISTRATION (OSHA)

Contractor agrees, prior to starting work, to follow the rules as outlined in 29 (CFR) Code of Federal Regulations. Specifically, to provide and receive appropriate safety programs with the Safety Officer of the Water Pollution Control Division.

19. MODIFICATIONS AND ADDENDA

The Town may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this RFP/RFQ if the Town determines it is in the Town's best interest. Any such action shall be effected by a posting on the Town's website, <http://www.enfield-ct.gov/Bids.aspx>. Each respondent is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFQ/RFP as modified by the addenda.

**END OF STANDARD INSTRUCTIONS TO PROPOSERS**

**TOWN OF ENFIELD, CONNECTICUT  
QUALIFICATIONS AND SCOPE OF WORK  
PUMP STATION RAIL REPLACEMENT AT  
WATER POLLUTION CONTROL SUBMERSIBLE PUMP STATIONS**

Each Proposer shall provide documentation attached to their proposal to meet the Experience Qualifications outlined below. Failure to supply the required documentation shall render the proposal submission as incomplete and cause it to be removed from any consideration.

**I. The Experience Qualifications are as follows:**

A. The Contractor shall document a minimum of ten (10) years of combined experience limited to mechanical and physical repairs of the following listed facilities: sewer systems; wastewater treatment; utility and mechanical installation and repair.

B. The Contractor shall provide documentation of providing similar services as described in these specifications to municipalities within the state of Connecticut. A minimum of three (3) years shall have been contracted during the last five (5) years.

C. The Contractor shall operate a machine shop capable of handling the complete rebuilding of wastewater pumps and related equipment. The machine shop shall have lathes, milling machines, drill presses, gas and electric welders, as well as all hand tools used in everyday rebuilding of pumps and related equipment (including micrometers, depth gauges, torque wrenches, hand grinders, amp meters, continuity meters and RPM indicators).

D. The company must employ qualified service technicians and pipe fitters to perform all installation of the pump rails. All service technicians shall have at least a minimum of five (5) years' experience in this class of work and have OSHA 10 and confined space certification. The Company must supply a list of names of lead mechanics and supervisory personnel to include years of experience information on the key staff member(s) who would be assigned to this contact.

E. The Contractor shall provide documentation as to people on their staff who are licensed to provide electrical work with experience in such work including but not limited to the following:

1. Pump controls.
2. Flow controls.
3. Troubleshooting of pump motor control panels.

F. The company must own and have available a minimum of three (3) fully equipped mechanical service trucks. Each truck shall contain the following tools and equipment at a minimum:

- A. Minimum 17,000 GVW Chassis with Utility Body.
- B. Minimum 6,000# Hydraulic Crane.
- C. Minimum 4500 watt generator/welder.
- D. Power band saw.
- E. Cutting and welding torches with tanks.
- F. Complete set of taps and dies up to 2”.
- G. All necessary small hand tools including: combination wrenches; pipe wrenches; chain wrenches; ¼ - ½ - ¾ drive socket and ratchet sets; hydraulic jacks; ladders; extension cords; and emergency lights.
- H. Pump alignment tools.
- I. Electrical test equipment – Amp probe, Multi-meter, tachometer.

A proposer, besides meeting the other requirements of this RFP, must provide to the Town of Enfield with their proposal, a list of not less than ten (10) references where the Proposer has performed similar work at Water Pollution Control Facilities. Further, included in their proposal package, the Proposer must provide a list of major completed projects with a monetary value greater than fifty thousand (\$50,000.00) dollars per project. References and project lists may be combined.

## **II. SCOPE OF WORK**

Proposal pricing shall be submitted as a lump sum dollar amount per pump station location. This is intended to be a definite quantity contract covering the following pump stations:

Pheasant Hill  
Windsor Court  
West Shore Drive  
Brookside  
Moody Road  
Taylor Road  
High Meadow

All rails are to be 316 stainless steel and all fasteners shall be 316 stainless steel. To complete assigned projects, scheduled work shall be accomplished during normal working hours of 7:00 a.m. to 5:00 p.m. weekdays, except any work that will adversely affect the environment, cause a discharge to the environment of sewage or odor. This work will be accomplished in such a manner as to eliminate the discharge or odor within the shortest time possible.

Proposers will provide labor, materials, supplies, equipment, etc., as required, to install the rails at the previously referenced WPC pump stations at the lump sum dollar amount per location in the “Rail Replacement Cost” section of the proposal form.

Hourly rates are requested and will only be used for work required due to unforeseen circumstances that arise during rail replacement that falls outside the scope of work of this RFP. These rates will be paid in addition to the lump sum "Rail Replacement Cost" for each pump station location. The hourly rates must include all hand tools and miscellaneous materials, i.e., nails, screws, etc. Other materials, equipment and supplies will be invoiced at the percentage markup on the Proposal Form.

For all work under this contract that would require a building permit, the building permit is required prior to commencing work. While the fees for the permits will be waived, the contractor will be responsible for obtaining them and complying with the requirements of the Building Department.

### **III. SAFETY**

The Proposer selected shall provide within one (1) week from the date of the proposal award and prior to performing any services, the following safety programs: Confined Space, Lockout Tag-out, Hazardous Communication, Blood Borne Pathogens, Respiratory, Personal Protective Equipment and Hearing. All individuals must be certified in each program. Training sign-in sheets must be provided for each program. Only individuals listed on the initial submission or on subsequent training certification on record at the Administration office for Water Pollution Control are allowed to perform work under this RFP. Violation(s) of any safety requirement may result in the termination of the contract.

### **IV. INVOICING**

All invoices must reflect the "Rail Replacement Cost".

Should additional work be required, all invoicing must reflect the hourly rates/percentage mark up rate per the proposal. All invoicing for additional work must include the following:

1. Labor hours with associated cost listed by category – Licensed Electrician, Licensed Plumber, Labor, etc.
2. No markup is allowed on freight charges.
3. Copy of suppliers invoice or signed quote from supplier is required prior to payment to verify contractors price of materials, equipment or supplies if costs exceed \$100.00.

**NOTE:** For information, please contact Mr. Kevin Shlatz, Superintendent of Water Pollution Control Division at telephone (860) 253-6450 or email at [kshlatz@enfield.org](mailto:kshlatz@enfield.org).

**END OF QUALIFICATIONS/SCOPE OF WORK**



**TOWN OF ENFIELD, CONNECTICUT  
PROPOSAL FORM  
PUMP STATION RAIL REPLACEMENT AT  
WATER POLLUTION CONTROL SUBMERSIBLE PUMP STATIONS  
[PROPOSAL FORM REQUIRED RESPONSES]**

Under penalty of perjury and other remedies available to the Town of Enfield, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this contract it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions proposing and contract documents, including any addenda, which are all made part of this proposal.

\_\_\_\_\_  
Signature of Authorized Person

Date\_\_\_\_\_

\_\_\_\_\_  
Printed Name of Authorized Person

\_\_\_\_\_  
Company Title of Authorized Person

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address of Company

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Facsimile Number

\_\_\_\_\_  
24 Hour Emergency Number

\_\_\_\_\_  
Email Address

**TOWN OF ENFIELD, CONNECTICUT  
PROPOSAL FORM  
PUMP STATION RAIL REPLACEMENT AT**

**WATER POLLUTION CONTROL SUBMERSIBLE PUMP STATIONS**

The undersigned agrees to furnish, deliver and install said service according to the specifications, at the price proposed, as indicated. Provide total cost by location below:

Pump Station Location	Pump Brand	Pump Model	Rail Replacement Cost
Pheasant Hill	Myers	WG30-03-35	\$
Windsor Court	Myers	WG30-03-35	\$
West Shore Drive	Myers	WG30-21	\$
Brookside	Flyght	MP3102-216	\$
Moody Road	Myers	WG30-03-35	\$
Taylor Road	Flyght	MP3102-212	\$
High Meadow	Barnes	4SE7524L	\$

Total Proposal \$ \_\_\_\_\_

Hourly Rates:

	Licensed Electrician	Licensed Plumber	Laborer	Licensed Welder	Project Manager	Job Supervisor
Regular Hourly Rate Monday through Friday 7a.m to 5 p.m.	\$	\$	\$	\$	\$	\$

Percentage markup on materials, equipment and supplies \_\_\_\_\_%

**END OF PROPOSAL FORM**

**APPENDIX A**

**SAMPLE**

AGREEMENT BY AND BETWEEN

THE TOWN OF ENFIELD AND \_\_\_\_\_

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_  
by and between the Town of Enfield, a municipal corporation organized and existing  
under the laws of the State of Connecticut, with a principal office at 820 Enfield Street,  
Enfield, Connecticut 06082 (hereinafter referred to as the "Town") and  
\_\_\_\_\_, a Connecticut (corporation/limited liability  
company/partnership) located at \_\_\_\_\_,  
Connecticut 06\_\_\_ (hereinafter referred to as "Vendor").

The Town and Vendor enter into this Agreement whereby the Vendor shall complete  
pump station rail replacement at Water Pollution Control Submersible Pump Stations.

The term of this Agreement shall commence on the date set forth above and shall  
continue for the period set forth in the Request for Proposals referenced below.

The terms and conditions of this Agreement are set forth in the following documents that  
are attached and made a part hereto and are incorporated by reference:

1. Request for Proposals entitled "Pump Station Rail Replacement at Water  
Pollution Control Submersible Pump Stations";
2. The Standard Instructions entitled "Pump Station Rail Replacement at Water  
Pollution Control Submersible Pump Stations";
3. Qualifications and Scope of Work entitled "Pump Station Rail Replacement at  
Water Pollution Control Submersible Pump Stations"; and
4. Proposal Form entitled "Pump Station Rail Replacement at Water Pollution  
Control Submersible Pump Stations".

This Agreement cannot be altered, modified, amended or revised except by an instrument  
in writing signed by the Town and Vendor.

This Agreement shall be governed by the law of the State of Connecticut.

Vendor Name

By: \_\_\_\_\_

Town of Enfield

By: \_\_\_\_\_

Matthew W. Coppler  
Town Manager